

**TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR PROPOSALS**

Vehicle Exhaust Removal System for the Emergency Medical Services Building

August 14, 2015

Sealed proposals for the project named above will be received at the office of the Director of Finance until 11:00am, Tuesday, September 8, 2015. Thereafter, proposals will be opened in public and read aloud.

Specifications and proposal documents may be obtained from Gary E. Wiemokly, Chief, at telephone number (860) 253-5241 or the Town's website, www.enfield-ct.gov.

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

A. Lynn Nenni, Director of Finance
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT
STANDARD INSTRUCTIONS**

Vehicle Exhaust Removal System for the Emergency Medical Services Building

1. INTRODUCTION

The Town of Enfield is soliciting proposals for the above named project. If there are any conflicts between the instructions in these Standard Instructions and any other proposal document(s), these Standard Instructions shall prevail.

2. KEY EVENT DATES

Advertisement of Request for Proposals	<u>August 14, 2015</u>
Pre-Proposal Inspection (Not Mandatory)	<u>No Later than September 2, 2015 at 12 noon</u>
Public Proposal Opening	<u>Tuesday, September 8, 2015 at: 11:00am</u>
Proposal Awarded (Not Definite)	<u>September 15, 2015</u>
Commencement of Work	<u>Within ten (10) calendar</u> <u>days of Notice To Proceed</u>
Completion Date	<u>Within 45 days of "Notice to Proceed"</u>

3. OBTAINING PROPOSAL DOCUMENTS

Specifications and proposal documents may be obtained from Gary Wiemokly, Chief, at telephone number (860) 253-5241 or from the Town's website, www.enfield-ct.gov.

4. PROPOSAL SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all proposals must be submitted in a sealed envelope clearly marked "Vehicle Exhaust Removal System." If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Proposals must be at the office of the Director of Finance by the time of the Public Proposal Opening date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Proposal Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.
- D. Proposals are considered valid for ninety (90) days after proposal(s) are opened. Proposers may not withdraw, cancel or modify their proposal for a period of ninety (90) days after proposal(s) are opened.
- E. Proposals must be signed by an authorized person representing the legal entity of the firm submitting the proposal.
- F. The inability to meet any specified requirements(s) must be stated in writing and attached to the proposal form, or written on the proposal form.

5. COST OF PROPOSAL DOCUMENTS

If any part of the proposal documents, including the specifications and plans, are provided on paper 18" X 24" or larger, there is a one hundred (\$100) dollar conditional refundable deposit required for each set of documents. Each proposer may obtain no more than two (2) sets of documents. Upon returning the documents in good condition prior to ten (10) calendar days after the proposal is awarded, the deposit will be fully refunded. There will be no refund for documents returned subsequent to ten (10) calendar days after the proposal is awarded.

6. PRESUMPTION OF PROPOSER BEING FULLY INFORMED

At the time the first proposal is opened, each proposer is presumed to have read and be thoroughly familiar with all proposal and contract documents for this project, and has performed an on-site inspection of the work location. Failure or omission of the proposer to receive or examine any information shall in no way relieve any proposer from obligations with respect to their proposal.

7. PRE-PROPOSAL INSPECTION

Attendance is NOT mandatory at the pre-proposal inspection, if any is indicated in section 2 titled Key Event Dates. Failure to inspect the Emergency Medical Services Building at 1296 Enfield Street, Enfield, Connecticut does not relieve proposers of obligations under this proposal. Proposers should contact Chief Gary E. Wiemokly at: 860-253-5241 or gwiemokly@enfield.org, Monday thru Friday 9:00am to 4:00pm no later than September 2, 2015 at 12 noon, to schedule an inspection.

8. INTERPRETATION OF ACCEPTABLE WORK

The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

9. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Firms shall avail themselves of these exemptions.

10. INSURANCE

The firm awarded this proposal must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate.
- B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence.
- C. Contractual liability, \$1,000,000 per occurrence.
- D. Professional liability Insurance, \$1,000,000 per claim/\$1,000,000 annual aggregate, when professional services are being provided
- E. Owner's, Contractors Protective Liability (OCP) \$1,000,000 per occurrence, when required by the Town of Enfield
- F. Worker's Compensation, as required by Connecticut State statute
- G. Umbrella or Excess Liability with a minimum \$1,000,000 per occurrence and \$1,000,000 aggregate
- H. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability using ISO Additional Insured Endorsements CG 20 33 and CG 20 37 or similar endorsements, and auto liability coverage.
- I. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.
- J. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".

11. PROPOSAL BOND

Firms submitting proposals are required to furnish a proposal surety at the time the first proposal is opened in the amount of ten (10) percent of the total amount of their proposal. The proposal surety should be in one of the following three (3) forms: (a) a bank certified check, (b) a bank check, or (c) a surety company bond. The surety company must be authorized to write such surety bonds in the State of Connecticut. Checks or bonds must be drawn to the order of "Director of Finance, Town of Enfield".

12. PERFORMANCE BOND AND PAYMENT BOND

To ensure the faithful execution of this proposal according to its provisions, the firm awarded this proposal must provide to the Town of Enfield, at the firm's expense, a performance and payment bond in the amount of one hundred (100) percent of the proposal. The bonds must be issued by a company authorized to write such surety bonds in the State of Connecticut. The bonds shall be drawn to the order of the "Director of Finance, Town of Enfield", and delivered to the Town prior to commencement of work. On projects less than fifty thousand (\$50,000) dollars, the firm may substitute the performance bond (but not the payment bond), for a bank certified check or a bank cashier's check in the amount of ten (10) percent of the proposal.

13. GUARANTEE

The firm awarded work under this Request for Proposals shall guarantee all labor, material and workmanship for a period of one (1) year from the date of substantial completion as determined by the Town, as a condition of the performance bond. Five (5) percent of the total contract amount may be retained by the Town of Enfield for the duration of the guarantee period, or until the work is fully accepted by the Town, whichever is later.

In addition, any product warranty offered by the manufacturer or distributor in excess of one (1) year shall be given to the Town by the firm at the time of substantial completion.

14. PERMITS

The Proposer is solely responsible for obtaining all required permits, obtaining all necessary inspections and approvals, and satisfying any and all fees. The Town will waive all Town of Enfield fees for building permits and inspections.

15. FAIR EMPLOYMENT PRACTICES

The Proposer agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

16. STANDARD FORM OF CONTRACTUAL AGREEMENT

The Town of Enfield intends to enter into a contract with the successful vendor. The contract will include and incorporate the provisions of the Request for Proposals, including the Standard Instructions and the Scope of Work, and the Proposal Form submitted by the successful vendor. In the event of any conflict between the Request for Proposals and the successful vendor's Proposal Form, the Request for Proposals shall prevail.

17. AWARDING THE PROPOSAL

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

It is the Town's policy to not award to those who owe Town of Enfield prior year(s) property taxes.

The "Proposal Awarded" date in section 2. titled Key Event Dates is the date the proposal is anticipated to be awarded. It is not a date certain.

The lowest priced proposal is NOT the sole determining factor when awarding this proposal.

18. MODIFICATIONS AND ADDENDA

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP/RFQ if the Town determines it is in the Town's best interest. Any such action shall be effected by a posting on the Town's website, www.enfield-ct.gov. Each respondent is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFQ/RFP as modified by the addenda.

Revised January 2015

END OF STANDARD INSTRUCTIONS

TOWN OF ENFIELD, CONNECTICUT PROPOSAL FORM

Vehicle Exhaust Removal System for the Emergency Medical Services Building

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, proposal and contract documents, including any addenda, which are all made part of this proposal.

Total lump sum cost to furnish and install vehicle exhaust removal system: \$ _____

Signature of Authorized Person

Date _____

Printed Name of Authorized Person

Company Title of Authorized Person

Name of Company

Address of Company

Address of Company

City, State, and Zip Code

Telephone Number

Facsimile Number

Email Address

END OF PROPOSAL FORM

Vehicle Exhaust Removal System for the Emergency Medical Services Building

SCOPE OF WORK:

1.1 Vehicles

Ambulances parked in the bays have under-carriage exhaust systems.
Vehicles are diesel and are currently Dodge 4500 chassis with AEV Ambulance bodies.

1.2 Station

The EMS Building was constructed in 1955.
There are four (4) bays.
All bays are back-in.
There are two (2) bays in the front of the building and two (2) separate bays in the back of the building.
Space in the building is tight and in some aspects limited.
EMS Station resides in the Town's "Historic District."

1.3 Equipment

- 1.3.1 Direct-Source capture system (hosed based).
- 1.3.2 Overhead Track mounted sliding system with the ability to move along the track as the ambulance leaves the bay or as the ambulance backs into its parking position in the bay.
- 1.3.3 Able to attach to the ambulance exhaust via a mechanism that will allow for automatic detachment as the vehicle leaves the bay.
- 1.3.4 Should have a minimum 4 inch diameter, multi-ply high temperature rated hose with a structure system within the hose to maintain structural integrity, there must be a safety disconnect system/assembly. This system shall be balanced in such a manner to allow for a single individual to easily manipulate connecting the mechanism to the vehicle exhaust as well as the safe retraction of the mechanism to prevent damage to personnel and/or other apparatus within the bay area.
- 1.3.5 Well sealed (a positive seal) on the vehicles exhaust system to prevent gasses from escaping into the station; this system should include an ambient air introduction mechanism.
- 1.3.6 Exhaust Blower, shall be rated no less than 7 ½ HP with a direct drive motor and designed to deliver a minimum 2727 CFM at 8.5 inches E.S.P. The inlet diameter should be a minimum of 9 7/8 inches (diameter), the outlet shall be a minimum of 12 3/8 inches (diameter).
- 1.3.7 The Blower housing shall be of a powder-coated steel structure and shall be of Class B spark resistance; aluminum wheel with shaft seals.
- 1.3.8 There shall be an Automatic Control Panel designed to start the exhaust blower via a pressure sensor the moment a connected vehicle's motor is started. The control panel shall contain a motor starter, overload, and solid-state circuit card with timer adjustments from 30 second to a minimum of 300 seconds. There shall also be a fused low voltage transformer in a NEMA 12 rated key lock electrical enclosure.

- 1.3.9 The exterior of the electrical panel shall have the following soft-touch controls: auto start, stop, and manual run and associated LED indicator lights for each mode.
- 1.3.10 Electrical work will be done in cooperation with the Town of Enfield's Electrician. Vendor will assure wiring from electromechanical products that the Town's electrician can easily connect the proper electrical supply line to in a safe and efficient manner.
- 1.3.11 There shall be an air-filtration system that is designed to reduce diesel exhaust soot from the blower discharge unit. The filtration unit shall be constructed of galvanized steel a minimum of 20 gauge, have easy access to the filter inside. There shall be a collar on each end to secure the filter and eliminate filter by-pass. The filtration shall utilize a minimum of a micro fiberglass bag filter dimensions not to be less than 20 inches x 20 inches x 36 inches deep.

1.4 Installation

- 1.4.1 Obtaining any necessary building permits will be the responsibility of the selected company.
- 1.4.2 Installation shall include the proper location of the track/railing and mounting to the ceiling and the use of support legs, cross braces to assure a safe and secure mount.
- 1.4.3 The hose and connections for the ductwork will be located and mounted securely to the track/railing.
- 1.4.4 The hose assembly with the attachment nozzle (to the ambulance exhaust system) is to be attached to a trolley system inclusive of balancer(s).
- 1.4.5 Proper ductwork will be installed and there will be proper fitting and assembly of ductwork system inclusive of the hose assembly to the exhaust blower. All connections will be screwed into place as well as sealed to prevent exhaust gasses from escaping. Pressure sensors are to be installed in the proper location.
- 1.4.6 Brackets and mounts are to be provided as required to install and secure the exhaust blower.
- 1.4.7 An exterior wall shall be penetrated to allow ductwork to exit the building and exit above the roofline.
- 1.4.8 A vertical discharge EPA type non-backdraft damper is to be installed to prevent entrainment of exhaust fumes into office or living quarters of the EMS building.

1.5 Operational Assurance

- 1.5.1 Upon completion of the installation, Factory Trained Personnel will provide start-up assurance and proper operational order. Any necessary adjustments to the system will be made inclusive but not limited to: electrical panel operation, attachment of nozzle to vehicle exhaust, proper adjustment for safe operation "break away" of the connection nozzle to the vehicle(s), care, changing and/or cleaning of filters, common trouble shooting tips
- 1.5.2 Additional training in the form of either video (DVD) and/or on-line training access to be utilized as a permanent training aid.

1.6 Warranty

1.6.1 The warranty is for all parts and labor of the system for one (1) year from the final date of acceptance. This includes preventative maintenance, inspection, and adjustments on all system parts performed in six (6) months from date of acceptance by Factory Trained Personnel for the duration of the warranty period.

1.7 Cost – This should be the total cost for the system installed ready for the Town's electrician to make the final connections.

AGREEMENT BY AND BETWEEN

THE TOWN OF ENFIELD AND _____

VEHICLE EXHAUST REMOVAL SYSTEM FOR
THE EMERGENCY MEDICAL SERVICES BUILDING

This Agreement is made this _____ day of _____, 2015 by and between the Town of Enfield, a municipal corporation organized and existing under the laws of the State of Connecticut, with a principal office at 820 Enfield Street, Enfield, Connecticut 06082 (Town) and _____, a Connecticut (corporation/limited liability company/partnership) located at _____, _____, Connecticut 06____ (Vendor).

The Town and Vendor enter into this Agreement whereby the Vendor shall provide and install a Vehicle Exhaust Removal System for the Emergency Medical Services Building at 1296 Enfield Street, Enfield, Connecticut.

The term of this Agreement shall commence on the date set forth above and shall continue for the period set forth in the Request for Proposals referenced below.

The terms and conditions of this Agreement are set forth in the following documents that are attached and made a part hereto and are incorporated by reference:

1. Request for Proposals entitled "Vehicle Exhaust Removal System for the Emergency Medical Services Building";
2. Standard Instructions entitled "Vehicle Exhaust Removal System for the Emergency Medical Services Building";
3. Scope of Work entitled "Vehicle Exhaust Removal System for the Emergency Medical Services Building"; and
4. Proposal entitled "Vehicle Exhaust Removal System for the Emergency Medical Services Building".

The Town may terminate this Agreement for convenience.

This Agreement cannot otherwise be altered, modified, amended or revised except by an instrument in writing signed by the Town and Vendor.

This Agreement shall be governed by the law of the State of Connecticut.

Vendor Name

Town of Enfield

By: _____
[name]
[title]

By: _____
Matthew W. Coppler
Town Manager